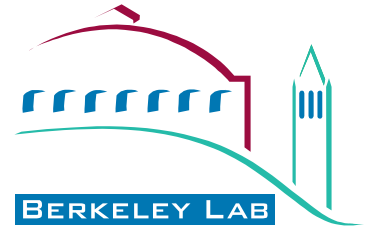


How do I reassign a buyer in FMSPRD?



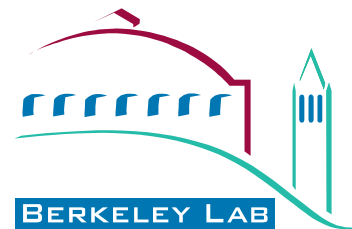
When it becomes necessary to reassign a buyer.

Navigating to Requisitions
to reassign the buyer



1. Accessing the [requisition panels](#) to change the buyer.

How do I reassign a buyer in FMSPRD?



Step 1: Navigating into PeopleSoft requisitions for buyer reassignment.

Should it become necessary to reassign a requisition to an alternate buyer? The purchasing supervisor or designate can access the buyers field in the PRP requisition panels. Only Requisitions, which are not on a purchase order, can be reassigned, otherwise the buyer field will be grayed out and inaccessible.

Note: Only change buyer, do not make any other changes to the requisition.

- ⇒ Go
- ⇒ Administer Procurement
- ⇒ Requisition Items
- ⇒ Use
- ⇒ Requisition
- ⇒ Requisition Form
- ⇒ Update/Display

The Update/Display Requisition will display.

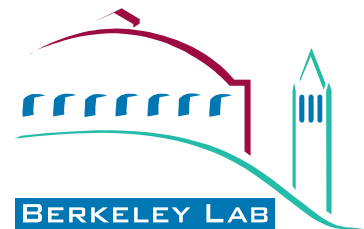
Enter the desired requisition number.

A screenshot of the "Update/Display -- Requisitions" window in PeopleSoft. The window has a title bar with a close button. It contains several input fields: "Business Unit" with a dropdown menu showing "LBNL", "Requisition ID" with a text box containing "0000701947", "Requisition Status" with a dropdown menu, "Origin" with a dropdown menu, and "Requester Name" with a text box. To the right of these fields are buttons for "OK", "Cancel", "Search", "Detail", "Use Query", and "New Query". Below the input fields is a table with five columns: "Unit", "Req ID", "Status", "Origin", and "Requester". The table is currently empty.

Unit	Req ID	Status	Origin	Requester
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Click **OK**.

How do I reassign a buyer in FMSPRD?

A screenshot of the "Requisition Items - Use - Requisitions" window. The window shows a table with columns: Line, Item ID, Category, Long Description, Price, Ship To Location, and Due Date. The first row (Line 1) has Item ID "COMPS", Long Description "Change order# 8 to PO# 6477570: Add", Price "7,192.00000", Ship To Location "000-0001", and Due Date "10/10/2002". A red circle highlights the "Line Details" icon (a magnifying glass over a document) in the Actions column. An arrow points from this icon to the "Requisition Line 1 Details" window below.

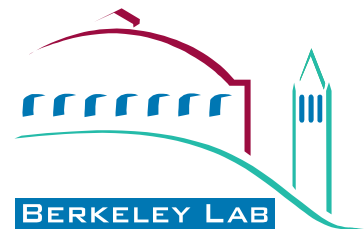
To change the buyer, access the "Line Details" icon.

A screenshot of the "Requisition Line 1 Details" window. The window shows fields for Item Details: Amount (7,192.00 US Dollar), Category (Comp-Sware), Price (7,192.00000), Quantity (1.0000), Buyer (SMNOLAN), Vendor, Vnd Itm ID, Vndr Catlg, Mfg ID, Mfg Itm ID, Status, Zero Price Indicator, UOM (Each), Inspection Required, RFQ Required, Stockless Item, Line Defaults, IN Unit, AM Unit, Profile ID, and Proj/Grt (KX0610). A red circle highlights the drop-down arrow next to the Buyer field. An arrow points from this circle to the text below.

Click the drop-down key and select the buyers name from the list.

NOTE: Only Requisitions which are not on a purchase order can be reassigned; otherwise the buyer field will be grayed out and inaccessible

How do I reassign a buyer in FMSPRD?

A screenshot of the "Valid Values" dialog box. It has a title bar with a close button. Below the title bar is a "Buyer Name:" label followed by a text box and a dropdown arrow. To the right are "OK", "Cancel", and "Search" buttons. Below the text box is a list box labeled "Buyer" containing a scrollable list of names: ALSHEPPA, ARKONG, ARTIRITI, ATCAMPBE, AWILLIAM, CAAVELLI, CALLEWEL, CGHOPKIN, CLEATON, DEASHORO, DEPARRA, DEPASTOR, DJMORTON, DLOZANO, and DLOZANO. The list box has a scrollbar on the right.

Either highlight the buyers name and click **OK** or double-click the buyer's name.

A screenshot of the "Requisition Line 1 Details" dialog box. It has a title bar with a close button. Below the title bar is a "Line:" label followed by a text box containing "1" and a description "Change order# 8 to PO# 6477570: Add ACSLS s/w back onto support eff. 2/1/0". To the right are "OK" and "Cancel" buttons. Below the text box is a section labeled "Item Details" containing fields for "Amount" (7,192.00), "Category" (Comp-Sware), "Price" (7,192.00000), "Quantity" (1.0000), "Buyer" (SMNOLAN), "Vendor", "Vnd Itm ID", "Vndr Catlg", "Mfg ID", "Mfg Itm ID", "Status", "Zero Price Indicator", "UOM" (Each), "Inspection Required", "RFQ Required", and "Stockless Item". Below the "Item Details" section is a section labeled "Line Defaults" containing fields for "IN Unit", "AM Unit", "Profile ID", "Capitalize", and "Proj/Grt" (KX0610). An arrow points from the "OK" button in the "Valid Values" dialog box to the "OK" button in this dialog box.

Once you've change the buyers name click OK.

Click the Save icon to accept the change.